

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

17

February 3, 2004

FROM: KEN A. MILLER, Director
Department of Public Works - **Solid Waste Management Division**

SUBJECT: IMPREST CASH FUND FOR SCALE SUPERVISORS AND SCALE OPERATORS

RECOMMENDATION: Authorize an increase in the imprest cash fund for Scale Supervisors and Scale Operators of \$8,750, increasing the total from \$14,400 to \$23,150.

BACKGROUND INFORMATION: On June 12, 2001 the Board approved an imprest cash fund, for Scale Supervisors and Scale Operators, in the amount of \$13,900. On September 10, 2002 the Board approved an increase in the Imprest Cash Fund in the amount of \$500 for one new Scale Operator, to the current total of \$14,400. Scale Operations include collecting fees and making change for waste accepted at ten scaled facilities. There has been an increase in the volume of cash transactions due to increased activity at the County's landfills and transfer stations, which has resulted in the need for a larger quantity of change in order to efficiently conduct business. Scale Supervisors are currently replenishing change at scalehouses three times per week. Solid Waste Management Division (SWMD) Operations Staff anticipates that an increase in the imprest cash fund for Scale Operators and Scale Supervisors will reduce this replenishment process to no more than once per week. SWMD requests an increase in the imprest cash fund to be used by Scale Supervisors and Scale Operators. There are two Scale Supervisors, one assigned to the Valley operations and one assigned to the Desert operations. Each Scale Supervisor is currently assigned \$1,500 and SWMD requests an increase of \$500, to \$2,000, for each Scale Supervisor. The number of regular status Scale Operators has increased to twenty-three. Currently, twenty-two Scale Operators are each assigned \$500. SWMD requests an increase of \$250, to \$750, for each of the twenty-two Scale Operators and \$750 for one additional regular status Scale Operator. On September 30, 2003, the Board approved three contract Scale Operator positions. SWMD requests \$750 each for two of the contract Scale Operator positions. A cash difference fund, in the amount of \$400, is part of this imprest cash fund but no increase is requested to that portion of the fund.

Breakdown:	Current	Increase	New Total
Scale Supervisors	\$ 3,000	\$ 1,000	\$ 4,000 [2 @ \$2,000 each]
Scale Operators	\$11,000	\$ 7,750	\$18,750 [25 @ \$ 750 each]
Cash Difference Fund	\$ 400	\$ -0-	\$ 400
TOTAL	\$14,400	\$ 8,750	\$23,150

The location and facility type for cash transactions conducted by SWMD Scale Operators are:
Landfills – Mid-Valley (Fontana), Colton, San Timoteo (Redlands), Victorville, Barstow and Landers;
Transfer Stations – Big Bear, Heaps Peak, Sheep Creek (Phelan) and Twentynine Palms.

Board approval of this item is required in accordance with County Policy.

Record of Action of the Board of Supervisors

17

REVIEW BY OTHERS: This item has been reviewed by Deputy County Counsel Charles Scolastico (387-5481) on January 20, 2004; County Administrative Office (Tom Forster, Administrative Analyst, 387-4635) on January 26, 2004; and Barbara Redding, Internal Audits Manager, Auditor/Controller-Recorder – Auditor Division (386-8865), on January 13, 2004.

FINANCIAL IMPACT: Approval of this item will increase SWMD's Imprest Cash by \$8,750 but will have no impact on SWMD's FY 03/04 Budget. This action will have no impact on the General Fund.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on the following: In order to conduct daily cash transactions at the landfill/transfer station scale houses, the scale operators and scale supervisors must be provided with an adequate amount of change.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Peter H. Wulfman, 386-8703